

**Federal Supply Service
Authorized Federal Supply Schedule
Price List & Catalog
Professional Services Schedule (PSS): Contract GS-10F-0357R**

**Contract Period: June 16, 2010 – June 15, 2020
Modification Effective: June 16, 2015**

Business Size/Status: Small Business
Industrial Group: 874
Industrial Class: 8742
874-1, 874-1 (RC) Integrated Consulting Services
874-7, 874-7 (RC) Integrated Business Program Support Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!
A menu-driven database system.

The INTERNET address of GSA Advantage! Is: GSAAdvantage.gov
For more information on ordering from Federal Supply Schedules click on FSS Schedules button at fss.gsa.gov

Contractor: Highlands Consulting Group, LLC
8191 Southpark Lane, Unit 205, Littleton, CO 80120-4641
Phone: (303)649-1842, Fax: (303)649)1844, Email: info@highlands-group.com
www.highlands-group.com

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GENERAL INFORMATION

HCG Consulting Services

Highlands Consulting Group (HCG) is a woman-owned small business provider of professional services and solutions to U.S. federal government organizations in two principal markets: homeland security, and higher education. Management, organizational, and business improvement services are an important part of HCG's business.

CUSTOMER INFORMATION

1. Special Item Numbers.

874-1, 874-1(RC) Integrated Consulting Services
874-7, 874-7 (RC) Integrated Business Program Support Services

2. **Maximum Order.** \$1,000,000. The maximum delivery/task order limit for this contract is \$1,000,000. Notwithstanding this limit, Ordering Agencies may place, and HCG may honor, orders exceeding this limit in accordance with FAR 8-404. Ordering Agencies may issue delivery/task orders that contain both Schedule and non-Schedule items.

3. **Minimum Order.** \$100. There is a \$100 minimum dollar value limitation on delivery/task orders placed under this schedule.

4. **Geographic Coverage.** The geographic scope of this contract includes the 50 United States, the District of Columbia.

5. **Point of production.** Work performed under this contract will primarily be at the Highlands Consulting Group facilities in Littleton, CO.

6. **Discount from List Prices or Statement of Net Price.** All prices listed reflect the net price for the service in question.

7. **Quantity Discounts.** HCG offers the Government the following discounts off the attached hourly rates:

<u>Hour Range</u>	<u>Discount</u>
\$250,000 to \$499,999	0.25%
\$500,000 to \$999,999	0.50%
\$1,000,000 to \$2,500,000	1.00%
\$2,500,000	1.50%

The discount is offered based on the committed hours in each individual task order. A group of task orders or modifications to task orders cannot be combined to obtain a larger discount.

8. **Prompt Payment Discount.** None

9. a. **Government purchase card.** Accepted at or below the micro-purchase threshold.

b. **Government purchase card.** Not accepted above the micro-purchase threshold.

10. Foreign Items. None

11. a. Time of Delivery. The period of performance and completion of all deliverables shall be as negotiated and mutually agreed to for each individual delivery/task order. Any order issued during the effective period of this contract shall be completed by HCG within the time specified in the delivery/task order. The contract shall govern HCG's and the Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period of performance.

b. Expedited Delivery. Items available for expedited delivery are noted in this price list.

c. Overnight and 2-day delivery. Overnight and 2-day delivery are available. The Ordering Agency may contact HCG for rates.

d. Urgent Requirements. The Ordering Agency may contact HCG to effect a faster delivery.

12. F.O.B. Point. Destination

13. a. Ordering Address.

Highlands Consulting Group
Attention: Robert C. Epper
GSA Program Manager
8191 Southpark Lane, Unit 205
Littleton, CO 80120-4641
Phone: (303) 649-1842
Fax: (303) 649-1844

b. Ordering Procedures. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address.

Highlands Consulting Group
8191 Southpark Lane, Unit 205
Littleton, CO 80120-4641

15. Warranty Provision. Not applicable.

16. Export Packing Charges. Not applicable.

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17. **Acceptance Terms for Government Purchase Card.** The Ordering Agency shall provide card number and expiration date.
18. **Terms and conditions of rental, maintenance, and repair.** Not applicable.
19. **Terms and conditions of installation.** Not applicable.
20. **Terms and conditions of repair parts.** Not applicable.
a. **Terms and conditions of other services.** See SECTION 5.
21. **List of service and distribution points.** Not applicable.
22. **List of participating dealers.** Not applicable.
23. **Preventive maintenance.** Not applicable.
24. a. **Special Attributes.** Not applicable.

b. **Section 508 compliance.** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Number System (DUNS) number.** 142740195.
26. **Central Contractor Registration (CCR) database.** Highlands Consulting Group is registered in the Central Contractor Registration (CCR) Database.
27. **Uncompensated Overtime.** Highlands Consulting Group does not utilize uncompensated overtime.

PROFESSIONAL SERVICES

INTEGRATED CONSULTING SERVICES (SIN 874-1, 874-1 (RC))

HCG provides management and strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services; facilitation and related decision support services; survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings; and advisory and assistance services in accordance with FAR 37.203.

INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES (SIN 874-7, 874-7 (RC))

HCG provides all aspects of project management including: project integration management, scope management, time management; cost management, quality management, human resource management, communications management, risk management, procurement management, and systems engineering.

TEAMING, SUBCONTRACTING, AND BLANKET PURCHASE AGREEMENTS

TEAMING ARRANGEMENTS

HCG utilizes Teaming Arrangements to perform delivery/task orders when partnering arrangements are appropriate.

SUBCONTRACTING

HCG is committed to providing opportunity to small, small disadvantaged and women-owned businesses to participate in the performance of the MOBIS contract.

BLANKET PURCHASE AGREEMENTS

The use of Blanket Purchase Agreements (BPAs) under the Federal Supply Schedule Program is authorized in accordance with Federal Acquisition Regulation (FAR) 13.203-1(f). Agency-wide BPAs result in even greater price advantages and further reduce administrative burdens by providing a single ordering vehicle to all offices and operating units within an organization. HCG agrees to enter into BPAs with ordering activities provided that only items covered by the contract are ordered under such arrangements.

OTHER TERMS AND CONDITIONS

1. Order

Agencies may use written orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

2. Invoices and Payment

HCG shall submit invoices for MOBIS services as soon as possible after completion of the work. For Task Orders performed on a Firm-Fixed-Price basis, invoices shall be submitted in accordance with agreed upon schedule—normally in equal monthly installments. Payment under blanket purchase orders may be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under the contract.

3. Statement of Work (SOW) Requirement

All work performed under this agreement shall be authorized through the issuance of a Statement of Work (SOW) and delivery/task order. Before issuance of a delivery/task order, the ordering activity may issue a Request for Proposal (RFP) or Request for Quote (RFQ) to HCG. HCG shall respond to each RFP or RFQ as appropriate with a price, general approach, and delivery schedule. The ordering activity and HCG shall then negotiate in good faith on a delivery/task order-by-delivery/task order basis, the type of order (i.e., Firm Fixed Price or Time and Material) and the specific SOW. The delivery/task order will address the price or price estimate and other direct costs, payment terms, as well as additional terms or conditions specific to that order. The SOW is an integral part of the delivery/task order and will specify the products and/or services to be delivered; the schedule, and applicable milestones.

- a. Mutual Agreement – Written agreement between both parties to the work that is to be performed and deliverables that may be required.
- b. Scope of Work - Statement of the parameters and what is to be accomplished.
- c. Period of Performance – Specified time in which the services will be performed.
- d. Deliverables - End products that the Ordering Agency may require upon the completion or during the period of performance. Deliverables include, but are not limited to, reports, studies, and design documents, and will be specified in the delivery/task order. The delivery schedule will be subject to mutual agreement.
- e. Acceptance Period - Agreed upon timeframe in which services are evaluated as to conformance with the requirements.
- f. Other delivery/task-relevant provisions will be determined by the Ordering Agency and the contractor subject to mutual agreement.

4. Billable Hours

HCG staff record all hours worked and allocate these hours to their correct cost objectives, whether direct or indirect. HCG typically bills for all hours worked, including travel time if the employee is traveling in support of a contract normal business hours.

5. Other Direct Costs

In accordance with HCG's accounting practices, any item used in direct support of a contract may be charged as a direct cost. Typical ODCs include, but are not limited to long distance telephone, printing, hardware, software, miscellaneous supplies, and local and long distance travel. Travel required in the performance of MOBIS services under this contract will be reimbursed by the Ordering Agency. Travel will be in accordance with the Federal Travel Regulation or Joint Travel Regulations, as applicable. Established Federal Government per diem rates will apply to contractor travel.

Subcontractors and materials, such as hardware and software, may be defined as either direct materials or other direct costs and burdened accordingly. Since these costs cannot be accurately forecast at this time, HCG has not included any ODCs in this offer but would expect to direct charge these items directly, in accordance with standard billing practices, in any future work order issued. HCG will provide a detailed description of all proposed ODCs and direct materials in response to each delivery/task order.

We anticipate that the labor category rates included in the MOBIS Schedule Pricelist will apply to the work performed within the geographical scope of this contract. However, we recognize that work may be required that may result in markedly different costs than are normally incurred. HCG would expect, in conjunction with the customer, to examine these costs and negotiate appropriate pricing arrangements on a case-by-case basis.

6. Security Clearance Requirements

Security clearances, when required on individual task orders, will be obtained at the contractor's expense.

7. Liability Limitations

HCG will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items except as otherwise provided by an express or implied warranty.

8. Service Contract Act

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

The following labor category descriptions illustrate the general qualifications of personnel provided by HCG.

Education Substituted for Experience: Each formal degree (i.e., Ph.D., master's, or bachelor's, associate) may be substituted for years of experience as follows: (Associate Degree = 2 years, BA/BS = 4 years, MA/MS = 6 years, and Ph.D. = 8 yrs). Professional certifications and licenses may be substituted for education (BA/BS) or experience (4 years).

PRINCIPAL

Education: B.A. or B.S. degree.

General Experience: Must have 10 years of related experience.

Specialized Experience: At least 5 years overseeing consulting practice.

Duties: Functions as a practice leader developing, securing funding for, and managing multiple consulting assignments and clients within one or more specialty area. Responsible for practice financial management, developing business and strategic plans, proposals and presentations. Leads major projects working with senior staff members, interfaces with high-level government officials and develops responsive solutions.

PROGRAM MANAGER

Education: B.A. or B.S. degree.

General Experience: Must have 12 years of related experience, including at least 8 years of systems and/or program management experience.

Specialized Experience: At least 8 years of direct supervision of development or systems integration projects. Must be capable of leading projects that involve the

successful management of teams composed of related professionals.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills.

SR. PROJECT MANAGER

Education: B.A. or B.S. degree.

General Experience: Must have 10 years of related experience, including at least 5 years of systems and/or program management experience.

Specialized Experience: At least 5 years of experience in direct supervision of development or systems integration projects.

Duties: Performs day-to-day management of assigned delivery order projects that involve teams professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing systems. Demonstrates proven skills in areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.

PROJECT MANAGER

Education: B.A. or B.S. degree.

General Experience: Must have 5 years of related experience, including at least 3 years of systems and/or program management experience.

Specialized Experience: At least 3 years of experience in direct supervision of significant development or systems integration projects.

Duties: Performs day-to-day management of assigned tasks that involve multiple professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing systems. Demonstrates proven skills in areas addressed by the project to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned project. Demonstrates writing and oral communication skills.

CONSULTANT 4

Education: B.A. or B.S.

General Experience: N/A

Specialized Experience: 10 Years of experience

Duties: Develops, plans, organizes and leads major consulting assignments as well as those requiring a high degree of creativity. Determines objectives and methodology; selects and assigns staff; establishes and monitors schedules and progress, taking corrective action as necessary. Responsible for multiple project output and deliverables. May function as a technical expert on own or other assignments.

CONSULTANT 3

Education: B.A. or B.S. degree.

General Experience: Must have demonstrated "Segment Lead" Capabilities in recent work experience.

Specialized Experience: 5 Years of experience.

Duties: Develops, plans, organizes, and leads segments of consulting assignments. Guides lower level consultants, when necessary. Has demonstrated potential to become a senior consultant member (Consultant 4). May have ability to perform assignments covering multiple consulting skills. Determines technical objectives, defines data requirements and methodology. Reviews and coordinates the progress of other team members, taking corrective action as appropriate.

CONSULTANT 2

Education: B.A. or B.S. degree

General Experience: N/A

Specialized Experience: 2-5 Years of experience

Duties: Develops, plans, organizes, and leads segments of consulting projects. Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules. Reviews and coordinates the progress of other team members, taking corrective action as appropriate.

CONSULTANT 1

Education: H.S. degree.

General Experience: N/A

Specialized Experience: Minimum of 5 year experience.

Duties: Serves as a member of consulting teams on projects of limited scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more specialties. Develops, or participates in the development of, assignment methodology.

RESEARCH ANALYST

Education: B.A. or B.S. degree.

General Experience: Minimum of 1 year experience.

Specialized Experience: N/A

Duties: Conducts research tasks assigned by members of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects, analyzes, and summarizes data. Contributes to client reports as directed including

documentation preparation, writing, editing, production coordination, and graphics.

PROFESSIONAL 2

Education: B.A. or B.S. degree.

General Experience: Must have 4-6 years of related experience; or any equivalent combination of education, training, and experience.

Specialized Experience: Sufficient knowledge of particular field of specialization to work in a broad range of situations; applies and interprets policies and procedures and develops own approach to problems not covered by established policies; applies a limited knowledge of related fields.

Duties: Manages the preparation of various customer reports. Develops and presents results to program and executive management.

PROFESSIONAL 1

Education: B.A. or B.S. degree.

General Experience: Must have 1-4 years of related experience; or any equivalent combination of education, training, and experience.

Specialized Experience: Intermediate knowledge of particular field of specialization to work in a broad range of situations; works under the guidance of Professional 2 on more complex and advanced assignments; applies and interprets policies and procedures and develops own approach to problems not covered by established policies; applies a limited knowledge of related fields.

Duties: Manages the preparation of various customer reports. Develops and presents results to program and executive management.

TECHNICAL WRITER/EDITOR

Education: B.A. or B.S. degree.

General Experience: N/A.

Specialized Experience: This position requires 10 years of experience writing and editing publications, including technical documents. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes technical terminology and is intended for use by non-technical audiences.

Duties: Writes and edits and supports the development and production of a variety of documents, including strategic plans, technical reports, publication articles, newsletters, and other outreach materials. Prepares minutes of facilitation meetings and produces meeting summary reports. Writes and edits material for online access and dissemination via the Internet.

PROFESSIONAL ADMINISTRATOR 3

Education: High School Diploma

General Experience: N/A.

Specialized Experience: This position requires over 8 years of experience in the appropriate area of expertise.

Duties: An exempt professional performing project management support duties on multiple project assignments. Duties may include, but not limited to, review project reports for completeness and consistency, develop agendas for project meetings, prepare meeting notes and action items, assist with project task planning, assist with project communication and coordination, assist in developing reports and presentations, maintain project records. Supports higher level to very complex assignments and provides guidance and training to Project Administrator 1 and 2.

PROFESSIONAL ADMINISTRATOR 2

Education: Education: High School Diploma

General Experience: N/A.

Specialized Experience: This position requires 3 to 5 years of experience in the appropriate area.

Duties: An exempt professional performing project management support duties on multiple project assignments. Duties may include, but not limited to, review project reports for completeness and consistency with contract requirements, develop agendas for project meetings, prepare meeting notes and action items, assist with project task planning, assist with project communication and coordination, assist in developing reports and presentations, maintain project records. Supports moderate to complex assignments. Depends on advice and guidance from Project Administrator 2 on the complex tasks.

PROFESSIONAL ADMINISTRATOR 1

Education: Education: High School Diploma

General Experience: N/A.

Specialized Experience: This position requires 1 year of experience in the appropriate area.

Duties: An exempt professional performing project management support duties on multiple project assignments. Duties may include, but not limited to, review project reports for completeness and consistency with contract requirements, develop agendas for project meetings, prepare meeting notes and action items, assist with project task planning, assist with project communication and coordination, assist in developing reports and presentations, maintain project records. Supports lower level to moderate assignments. Depends on advice from Project Administrator 2 and 3 to complete the more difficult tasks.

SYSTEMS ANALYST 2

Education: B.A. or B.S. degree.

General Experience: Requires 5 years experience in the field.

Specialized Experience: Working knowledge of all phases of systems development.

Duties: Develops, modifies, and maintains complex systems. Performs requirements analyses, derives mathematical descriptions, develops appropriate computational algorithms, and provides design specifications. Interprets and analyzes processing system anomalies and takes corrective action. Prepares and critiques technical reports and memoranda. Assists management in defining system requirements and in system acquisitions.

SYSTEM ENGINEER 4

Education: B.A. or B.S. degree.

General Experience: Must have 8 years of experience planning, designing, building, and implementing systems.

Specialized Experience: At least 6 years of experience analyzing user requirements and translating them into system designs using various design tools and techniques. Demonstrated ability to develop and execute system designs, ensure implementation of repeatable processes.

Duties: Must be able to supervise the design of information systems, including designing the application architecture, database, and interfaces. Responsible for gathering and analyzing the user requirements and translating them into system designs.

SENIOR POLICY ANALYST

Education: B.A. or B.S. degree.

General Experience: Must have 5 years of related experience, including at least 3 years of policy and/or research experience.

Specialized Experience: Must be capable of leading projects that involve research design, data collection, analysis, and policy recommendations.

Duties: Develops, plans, organizes and leads major consulting assignments as well as those requiring a high degree of creativity. Determines objectives and methodology; selects and assigns staff; establishes and monitors schedules and progress, taking corrective action as necessary. Responsible for multiple project output and deliverables. May function as a subject matter expert on own or other assignments. Responsible for designing and conducting research and analysis related to high-level policy issues.

SUBJECT MATTER EXPERT 5

Education: B.A. or B.S. degree.

General Experience: N/A

Specialized Experience: This position requires a minimum of 10 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists consultants with the analysis, evaluation and implementation of systems and other tasks.

SUBJECT MATTER EXPERT 4

Education: B.A. or B.S. degree.

General Experience: N/A

Specialized Experience: This position requires a minimum of 8 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists consultants with the analysis, evaluation and implementation of systems and other tasks.

SUBJECT MATTER EXPERT 3

Education: B.A. or B.S. degree.

General Experience: N/A

Specialized Experience: This position requires a minimum of 5 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists consultants with the analysis, evaluation and implementation of systems and other tasks.

SUBJECT MATTER EXPERT 2

Education: B.A. or B.S. degree

General Experience: N/A

Specialized Experience: This position requires up to 3 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. May include subject matter and unique technical knowledge. Assists consultants with the analysis, evaluation and implementation of systems and other tasks.

SUBJECT MATTER EXPERT 1

Education: HS. degree

General Experience: N/A

Specialized Experience: This position requires 5 years of experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and

achieve successful performance. May include subject matter and unique technical knowledge. Assists consultants with the analysis, evaluation and implementation of systems and other tasks.

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LABOR CATEGORY RATES AND PRICES

00Corp SINs 874-1, 874-1(RC), 874-7, 874-7(RC) LABOR CATEGORY		Highlands Consulting Group LLC GSA Professional Services Schedule GS-10F-0357R Effective: 06/16/2015 Rates [\$/hr] inclusive of GSS IFF 0.75%
Principal		\$216.46
Program Manager		\$169.17
Sr. Project Manager		\$145.32
Project Manager		\$110.75
Consultant 4		\$170.97
Consultant 3		\$143.61
Consultant 2		\$112.32
Consultant 1		\$83.88
Research Analyst		\$51.97
Professional 2		\$97.64
Professional 1		\$76.94
Technical Writer/Editor		\$87.24
Administrator 3		\$95.74
Administrator 2		\$71.05
Administrator 1		\$34.79
Systems Analyst 2		\$102.19
Systems Engineer 4		\$191.11
Senior Policy Analyst		\$109.46
Subject Matter Expert 5		\$222.30
Subject Matter Expert 4		\$184.65
Subject Matter Expert 3		\$144.20
Subject Matter Expert 2		\$129.93
Subject Matter Expert 1		\$106.82

Notes:

1. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery per I-FSS-140-B.

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